

FINANCIAL ASSISTANCE
RECIPIENT REMINDERS

Bureau of Land Management, OR/WA State Office

ASAP System (Automated Standard Application for Payments System)

- ☆ Log in to the system once every 30 (once a Month) to avoid account deactivation
- ☆ Funds drawn-down from ASAP should be expended within three (3) days of receipt

Reporting Requirements

- ☆ Refer to the DELIVERABLES AND REPORTS of your Agreement for Financial and Performance Report submission requirements (and Youth Employment reporting, if applicable)
- ☆ Submit reports via email to "BLM_OR_SO_FA_Reports@blm.gov" and cc the Program Officer (PO)

Audits

- ☆ Yearly audits are required if \$500,000 or more of Federally-awarded funds are spent in one year
- ☆ For more information, download "Single Audit Basics and Where to Get Help" available at "<https://harvester.census.gov/fac/cfoBrochure2005.pdf>"

Modifications

- ☆ The following forms are required if additional funding and/or performance time is requested:
 - Completed SF-424 Application for Federal Assistance packet: SF424 Core Form (Signed), SF424A Budget Information, and SF424B Assurances (Signed)
 - Detailed Budget Breakdown (Totals must correspond to SF-424A)
or
Challenge Cost Share (CCS) Commitment Document (Required for CCS projects, totals must correspond to SF-424A)
 - Revised Proposal
 - Lobbying Certification (For all Agreements Totaling \$100,000+)

Sub-Recipients

- ☆ Ensure sub-recipients are not debarred by searching "<https://www.sam.gov/portal/public/SAM>"

Recipient Points of Contact

- ☆ Provide email notification to BLM Grants Management Officer (GMO) & PO if point of contacts change

Forms & Information

- ☆ Additional info, Budget Breakdown forms, Proposal and Performance Report templates, and contact information can be found on the OR/WA Financial Assistance Public Web Site at "<http://www.blm.gov/or/procurement/agreements.php>"